



Secretary of State

Professional Licensing Boards Division
237 Coliseum Drive
Macon, Georgia 31217-3858
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SECRETARY OF STATE
www.sos.state.ga.us

Mollie Fleeman
DIVISION DIRECTOR
Professional Licensing Division

THE GEORGIA STATE COSMETOLOGY BOARD

Martha Harris, Chairperson
Wednesday – August 24, 2005

10:00 a.m.. **Meeting Called To Order**

Minutes Reviewed

Executive Director's Report

Old Business

Applications Reviewed

Adjournment



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Summary

Martha Harris called the meeting to order at 10:00 a.m.

Minutes from the August 16 and 17, 2005 were reviewed and approved.

Old business was conducted.

An Executive Session was conducted.

Applications were reviewed.

The meeting adjourned at 3:40 p.m.

A meeting of the Georgia State Cosmetology Board was held on August 24, 2005 at the Professional Licensing Boards Division office – 237 Coliseum Drive – Macon, Georgia.

Those present were as follows:

From The Board

Martha Harris, Chairperson

Cynthia Stein

John Siggers

Kay Kendrick

Betty Carlisle

From The Staff

Eleanor Surrency, Executive Director

Angela Price, Board Secretary

Martha Harris established a quorum and called the meeting to order at 10:00 a.m.

Betty Carlisle moved Kay Kendrick seconded, and the Board voted unanimously to approve the minutes from the August 17, 2005 Board meeting.

The Board members continued to formulate proposed revisions to the Salon and School inspection sheets, and Administrative rules.

Betty Carlisle moved Kay Kendrick seconded, and the Board voted unanimously to approve the Salon inspection sheet revisions and the cosmetology school inspection sheet as follows:

County: _____

Name of Salon/Shop: _____

Owner of Salon: _____ License

Number: _____

Telephone Number: () _____ Time of Entrance: _____

Address: _____

Street

City

Zip Code

No. of Persons Working Salon: _____ No. of Unlicensed Persons: _____

Total Amount of Fines Cited During This Inspections is: _____

The following violations of the Georgia State Board of Cosmetology Rules and Regulations have been cited for the above location:

1. Yes No Have all persons working currently licensed and/or registered O.C.G.A. (43-10-8a) unlicensed \$500; expired \$300.

2. Yes No Post license/permit at work station. (130-4-.08) \$150

3. Yes___ No___ Have current salon/shop license appropriate for services performed. (130-4-.08) (130-2-.11(3)) \$500
4. Yes___ No___ Have apprentice reports up-to-date. (130-2-.06) \$500
5. Yes___ No___ Have apprentice under direct supervision of proper master license holder. (130-4-.06)(130-2-.09) \$500
6. Yes___ No___ Have sanitary regulations posted. (130-4-.08) \$150
7. Yes___ No___ Post **salon**/shop permit in a conspicuous place. (130-4-.08) (130-2-.11) \$500
8. Yes___ No___ Post most recent inspection form in a conspicuous place. (130-4-.08) \$100 Date: _____
9. Yes___ No___ Have salon separated by tight, ceiling high partition. (130-4-.01, .02, .03) \$500
10. Yes___ No___ Have walls, ceilings, floors, furniture and equipment free from dust, dirt and debris. (130-4-.04) \$500
11. Yes___ No___ Have proper toilet and plumbing facilities, **hot and cold running water**. (130-4-.05) \$500
12. Yes___ No___ Have shampoo bowls and sinks **cleansed and** sanitized. (130-5-.01) \$100
13. Yes___ No___ Have all cosmetology implements cleansed and sanitized. (130-5-.05) \$500
14. Yes___ No___ Have wet and dry **disinfectant** sanitizers. (130-5-.05) \$500
15. Yes___ No___ Have soiled towels **/linens** in **closed** container. (130-5-.02) \$500
13. Yes___ No___ Have clean towels **/linens** in closed container cabinet, **or closet**. (130-5-.02) \$500
14. Yes___ No___ Have creams, lotions, other cosmetics for use on patrons in sanitary, closed container. (130-5-.06) \$500
15. Yes___ No___ Have establishment free from stale food and soiled dishes. (130-5-.04) \$200
16. Yes___ No___ Have garbage stored in covered, washable container. (130-5-.04) \$200
17. Yes___ No___ Have waste and garbage removed daily. (130-5-.04) \$300
18. Yes___ No___ Have outside entrance to salon if in residence **with separate entrance and restrooms..** (130-4-.03) \$500
19. Yes___ No___ Wear appropriate clothing for clinical services to prevent occupational exposure of potential infectious materials. (130-5-.09) \$500
20. Yes___ No___ Have **Salon/Shop owner or manager** provide apprentice with **appropriate** textbooks and necessary equipment to study the occupation of cosmetology **designated by the apprentice license**. (130-2-.09) \$500
21. Yes___ No___ Have pets in cosmetology establishment. (130-5-.07) **\$500**

Names and addresses of all unlicensed persons performing services: (Including DOB, height and weight)

The undersigned owner/manager acknowledges receipt of Response to Board Citation and Consent Order.

Date: _____ Signature of Inspector _____ Time: _____

Date: _____ Signature of Owner/Manager _____ Time: _____

County: _____ Name of
School: _____
Owner of School: _____ License #
_____ Telephone #: _____

Number of Instructors: _____ Number of Students _____
Bonded _____ Name of Instructors
License Number _____

LOCATION _____
_____ Street City Zip Code

Total Amount of Fines Cited During This Inspections is: _____

The following violations of the Georgia State Board of Cosmetology Rules and Regulations have been cited for the above location:

- 1. Yes No Have all instructors working currently licensed with each license posted in a conspicuous place. O.C.G.A. (43-10-8, 43-10-14, 43-10-12) Unlicensed \$500; Expired \$500.**
2. Yes ___ No ___ Have current school license posted in a conspicuous place. (130-3-.13) \$500
3. Yes ___ No ___ Have front entrance sign which indicates type of school and exit signs. (130-3-.01(1)(a)) \$100
22. Yes ___ No ___ Have sign **at front entrance** showing "SERVICE BY STUDENTS ONLY" (130-3-.01(1)(o)) \$200
23. Yes ___ No ___ Have sign **at front entrance** prohibiting pets (130-3-.01(1)(p)) \$100
24. Yes ___ No ___ Have **sanitation** regulations posted. **(130-3-.13)** \$150
25. Yes ___ No ___ Have most recent inspection report posted. (130-3-.13) \$100
Date: _____
26. Yes ___ No ___ Have one (1) licensed instructor for every 20 students or fraction thereof. (O.C.G.A. 43-10-12) \$500.
27. Yes ___ No ___ Have weekly sheets of credit hours current. (130-2-.06) \$500
28. Yes ___ No ___ Have teacher(s) devote entire time to instruction of students. (O.C.G.A.) 43-10-12) \$500
29. Yes ___ No ___ Have current Progress Reports. (130-2-.06) \$500
30. Yes ___ No ___ Have students who are performing clinical services on patrons to have completed their required 250 hours. (130-3-.02(a)) \$500
31. Yes ___ No ___ Have one (1) wet **disinfectant container** for each workstation. (130-3-.01(1) (d)) \$200
32. Yes ___ No ___ Have four (4) shampoo basins for enrollment of 15 students, one additional shampoo basin for each additional 15 students or fraction thereof. (130-3-.01(1)(e)) \$200
33. Yes ___ No ___ Have three (3) facial chairs or cushioned massage tables **with wet and dry disinfectant/sanitizers in place.** (130-3-.01(1)(g)) **(130-2-.03 (c))** \$300
34. Yes ___ No ___ Have four (4) manicure tables with two (2) chairs each **with wet and dry disinfectant/sanitizers in place.** (130-3-.01(1)(r)) **(130-2-.03 (c))** \$500
35. Yes ___ No ___ Have secured, metal filing cabinets for school and student records. (130-3-.01(1)(b)) \$200
36. Yes ___ No ___ Have sufficient chalkboards. (130-3-.01(1)(c)) \$100
37. Yes ___ No ___ Have work stations with mirrors for each individual student. (130-3-.01(1)(i)) \$100
38. Yes ___ No ___ Have one (1) dry sterilizer per work station. (130-3-.01(1)(1)) \$200
39. Yes ___ No ___ Have locker space for personal items for each student. (130-3-.01(1) **(n)**) \$100
40. Yes ___ No ___ Have audio visual aids. (130-3-.01(1)(s)) \$200
41. Yes ___ No ___ Maintain library with required books **and current copy of rules and regulations.** **(130- 2-.03 (6))** \$500
42. Yes ___ No ___ Have separate restrooms for males and females. **(130-2-.03 (8))** \$200
43. Yes ___ No ___ Have proper lighting **and ventilation.** **(130-2-.03)** \$200
44. Yes ___ No ___ Have **adequate supply of clean** drinking water. (130-2-.03(8)) \$200
45. Yes ___ No ___ Maintain equipment in good working condition. (130-3-.01(2)) \$500
46. Yes ___ No ___ Have separate course in esthetics and nail care where the enrollment is more than fifteen (15) students in each specialized course. (130-3-.01(3)) \$500
47. Yes ___ No ___ Have sufficient waste containers for used, soiled towels/**linens.** (130-3-.01(1)(j)) \$500
- 48. Yes ___ No ___ Have clean towels/linens in closed container, cabinet, or closet. (130-5-.02)**

49. Yes___ No___ Have a minimum of seven (7) chair hair dryers for students and one (1) additional chair hair dryer for each additional five (5) students. (130-3-.01(1)(h)) \$500
50. Yes___ No___ **Have adequate waste containers. (130-5-.04)**
51. Yes___ No___ Have **one mannequin per student** (130-3-.01(1)(k)) \$500
52. Yes___ No___ Provide all students the basic student kit. (130-2-.03(5) (a)) \$500

Names and addresses of all unlicensed persons performing services: (Including DOB, height and weight)

The undersigned owner/manager acknowledges receipt of Response to Board Citation and Consent Order.

Date: _____ Signature of Inspector _____ Time: _____

Date: _____ Signature of Owner/Manger _____ Time: _____

Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously to enter Executive Session in accordance with O.C.G.A. c43-1-2(k) and 43-1-9(h) to deliberate on applications and enforcement matters and to receive information on applications and investigative reports. Voting in favor of the motion were Kay Kendrick, Cynthia Stein, J Don Westbrook, John Siggers, and Betty Carlisle.

The Board concluded Executive Session in order to vote on these matters and to continue with public session.

Kay Kendrick moved, Betty Carlisle seconded, and the Board voted unanimously to invite TW/assistexaminer to appear at the September 14, 2005 Board meeting to discuss matters regarding the master cosmetology examination. Additionally, the Board requested that the Division Director, the Executive Director of Testing, and personnel from Enforcement are present during the interview.

The board voted to approve the following actions on applications, requests, etc:

Name	Request	Action
LyLy WeiKeath	Reciprocity/Mas Cos-Germany	Approve
Mireille Mafah	Reciprocity/Mas Cos – Ivory Coast	More Info
Judy O’Leary	Reciprocity/Mas Cos – NY	More Info
Nicole D Pauling	Accept Cos Apprentice Hours	Board Appearance
Nawannda Ridgeway	Reciprocity/Cos Inst – IN	Approved
Christopher Ngoc Tran	Retake Exam w/out Fee	Approved

There was no further business conducted. The meeting adjourned at 3:45 p.m.

Martha Harris, Chairperson – The Georgia State Cosmetology Board

Mollie Fleeman, Division Director – The Professional Licensing Boards

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING

OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A. §50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A. §50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question:

Comes now Martha Harris, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Cosmetology.

2. I am over the age of 18 years of age and in all other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.

3. On August 24, 2005 this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.

4. The legal authority for the closure of this meeting was:
O.C.G.A. § 43-1-2(k), 43-1-9(h)

5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are: receiving disciplinary reports; reviewing applications.

FURTHER THE AFFIANT SAYETH NOT.

PRESIDING OFFICER

**Sworn and subscribed before me
This 24th day of August, 2005**

Notary Public

January 14, 2007
My Commission Expires

